## Attachments & Corrections

### Attaching Documentation

1. To attach supporting documentation (timesheets, expense receipts, etc.), click "Create Document" and then click on the "Misc. Info" tab. The attachment specific buttons will appear on the right side of the page.

2. Click on the icon next to the "Attachments" drop down box.

3. Click on the "Browse" button on the Attachments page. Select the file you wish to attach.

4. Click on the "Open" button.

5. Click "Continue". Your attachment will appear in the "Attachments" drop down box. Multiple attachments can be associated with a document, with the file size of EACH attachment not to exceed 2 MB. Click on the "Header" tab to return to the invoice. Click the "Submit" button.

### Corrections before Submission

1. If after reviewing the invoice information you notice an inaccuracy, click "Return". This will take you back to the data capture screen to make revisions.

2. Once the information is correct, click "Create Document" then "Submit" on the "Header" tab. The invoice has now been submitted.

3. If additional invoices are to be created, choose "Return". This will take you back to the initial WAWF input screen.

## Training & Information

**WAWF Production Site**

https://wawf.eb.mil

**Web-Based Training Site**

http://www.wawftraining.com

**WAWF Practice Site**

https://wawftraining.eb.mil

**Navy WAWF Assistance Line**

1-800-559-WAWF (9293)

**Navy WAWF Quick References**

http://acquisition.navy.mil/ navyaos/content/view/full/3521

**DISA Ogden Help Desk**

1-866-618-5988

cscassig@csd.disa.mil

# W A W F
## Q u i c k  R e f e r e n c e

# Creating a
# Stand Alone Invoice

# Creating a Stand Alone Invoice

## Getting Started

1. Go to the WAWF Production Site at https://wawf.eb.mil

2. Click on "Logon" and type your user ID and Password and click "Submit".

3. Click the "Vendor" link on the left side of the screen.

4. Click on the sub-link for "Create New Document".

5. Type in contract number and delivery order number (if applicable).

6. Select the CAGE Code for your company from the drop down box and click continue.

Note: If the contract data for the contract number you entered is not available in NAFI/EDA, contact your contracting office.

7. Enter the Pay DoDAAC, and click "Continue".

8. Click on the radio button for "Invoice." If creating invoice from a previous invoice, check the "Template" box. Click "Continue".

Note: For the "Template" function, please verify the information that is pre-populated.

## Routing Information

9. Complete the mandatory fields (designated by an asterisk) for the following roles:
- Admin DoDAAC (may default)
- Inspector DoDAAC (if required)
- Ship To Code
- LPO DoDAAC (if required) and click Continue"

Note: Routing Codes are in the contract, if not, contact the Contracting Officer and/or the Navy WAWF Assistance Line.

## Pre-Population

10. This function is currently not available unless SPS Adapter is installed.

## Header Tab

11. Type invoice number and invoice date (YYYY/MM/DD).

## Entering Line Items

12. Click the "Line Item" tab at the top of the page. Under "Line Item Details" heading, click the lower icon under "Actions" to add a line item.

**Line Item Details:**

At least one Line Item is required.

| AAA | | | | | | | Actions |
|---|---|---|---|---|---|---|---|
| Item No. | Stock Part No. | Type | Qty. Shipped | Unit | Unit Price | Amount | Actions |

13. Type the item number (e.g. 0001 or 0001AA).

14. Type the "stock part number", and select the part type from the "Type" drop down menu.

15. For the "quantity shipped", type in the total number of items shipped.

16. Type "EA" for each, "LO" for Lots, or "S1" for semesters in the Unit field. For additional Units of Measure, please refer to the "Display Units of Measure Table" link on the left side of the page.

17. Type the unit price.

18. Complete the description for the CLIN/SLIN. Be as descriptive as possible.

19. Click the "Save CLIN/SLIN" button. If there are additional line items to add, click the lower icon under "Actions" to add another CLIN/SLIN. Repeat these steps for each additional line item.

Note: If not given its own Item Number, Transportation charges should be entered as a line item using 9999 as Item Number, with Stock Number of: NONE, Stock Number Type of: VP, Quantity of: 1, Unit of Measure as: EA, Unit Price: with the correct amount, and Description as: Transportation.

## Discounts Tab (Optional)

20. Click on the "Discounts" tab if you are offering a discount for payment earlier than the term of your contract. Complete the requested data fields, click the "Save Discount" button.

## Comments Tab (Optional)

21. Click the "Comments" tab if you would like to add a comment.

## Misc. Amounts Tab (Optional)

22. If your contract states miscellaneous amounts (e.g. taxes), please enter them here.

## Submitting the Invoice

23. Click the "Header" tab to return to the data capture screen.

24. Click "Create Document" and review the invoice and attach any documentation (see instructions on the back) or make corrections prior to "Submitting" the invoice.

25. When everything is correct, click "Submit". You will receive an email notification. You may also use the "Send Additional Email Notification" function by clicking on the hyperlink at the bottom of this page. Enter email addresses of anyone who you would like to notify that this invoice has been submitted.